



VACANCY

HR Database Officer

Duty Station: Juba, South Sudan

Contract: 4 months, renewable

Salary: according to NGO salary scale and experience

Starting date: as soon as possible



Doctors with Africa CUAMM is an international NGO working in South Sudan since 2006. CUAMM's aim is to improve maternal, neonatal and child health, through a comprehensive approach of health system strengthening considering communities, health facilities and hospitals as interlinked elements. Currently, CUAMM's operating areas are in Lakes and Western Equatoria States.

Doctors with Africa CUAMM is an NGO committed to the Safeguarding children and PSEA Policy and the candidate has to abide by them.

Doctors with Africa CUAMM is looking for a suitable candidate to fill the position of **Human Resources Database Officer** to be deployed in **Juba**, South Sudan.

The HR Database Officer serves as the front-line administrator and internal contact for the Human Resources Information System (HRIS) and runs the data processing function for the Human Resources Department, including entering, maintaining, auditing, and processing sensitive HRIS data. In addition, he/she is responsible for maximizing technological capabilities to reduce manual processes, general maintenance of the database, preparing ad-hoc and/or scheduled reports, and serving as a resource for process-improvement tasks and special projects.

Duties & Responsibilities:

- Support HR Officer in collecting, verifying, and maintaining the data related to HR database
- Producing the overall payroll to be validated by the Administration Dept.
- Support HR Officer in the renewal process of employment contracts/collaborations
- Preparing contracts for national staff and international staff whose contracts are drafted from Juba when instructed by HR Officer (prepare the contract, supervise expiry date, update HR file in Drive)
- Prepare service agreements and casual worker agreements for staff to be employed in Juba, upon request by the Country Administrator or Director.
- Archiving the soft copies of the contracts, job descriptions, personal documents, leaves, and requests.
- Ensure that staff employed in Juba sign the monthly attendance sheet.



Qualifications

- Bachelor's degree with major coursework in information systems, computer science, data mining, or related field.

Experience and Competencies

- At least one (1) year of direct experience managing and analysing data, including data mining, reporting, and high-volume data processing.
- Experience in Human Resources and/or Administration, Finance and Control systems strongly preferred.
- Advance knowledge of excel
- Specific training in international development/humanitarian action will be favourably considered.
- Self-motivation and initiative.
- Excellent communication skills with fluency in English.
- Ability to work with medium supervision.
- Team building attitude.

HOW TO APPLY

1. Interested Candidates are requested to submit their Updated CVs, copy of education certificates, cover letter and scan copy of their nationality ID to: **CUAMM HR Dept, Juba HQ, Start from 23rd August 2022 and NOT later than 9th Sept. 2022 during working hours or Email it to: southsudan@cuamm.org**
2. Position code: CUAMM/SS/HRDB
3. Only shortlisted candidates will be contacted and applications submitted will not be returned.

